



ADMINISTRATION AND
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE
1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

16 MAR 2006

MEMORANDUM FOR DOD FOIA OFFICES

Subject: Executive Order 13392 - Review of DoD FOIA Program

Reference: Defense Freedom of Information Policy Office, DoD Implementation of Executive Order 13392 on the Freedom of Information Act (FOIA), February 10, 2006

The referenced memorandum states that this office will provide guidance concerning the review of the DoD FOIA program required by Executive Order 13392. This memorandum conveys the survey instrument to be used by all DoD FOIA offices in the conduct of this review. The results of this survey will be used by this office to execute the review and plan phases required by the EO. A representative of every DoD FOIA Office that processes FOIA requests shall complete the survey located at www.irism.com/foia. This is your opportunity to improve the FOIA process and to tell us what resources you need to do your job better.

The demographic data collected at the conclusion of this survey does not ask for names, units, organizational identifications, or geographic locations. There is no way to identify responders or their activities. Only the organizational level and DoD Component are solicited to provide comparative data across the macro spectrum of the DoD. Therefore, there is no reason to be less than fully candid in your survey responses. The value of this survey is dependent upon frank responses that truly describe your FOIA Program.

Our February 10, 2006, memorandum stated that DoD Components were to respond to the survey by May 1, 2006. The suspense date for this survey has been moved up to April 17, 2006 to allow our office the necessary time to do a thorough analysis of the data. The completed surveys will be compiled by the contractor that developed the survey. DFOIPO will then conduct an in-depth analysis of the data for the purpose of writing the plan required by the Executive Order.

We thank you in advance for your response. If you have any questions, please contact David Maier at 703-696-4689 or DSN 426-4689.

Will Kammer

Will Kammer
Chief
Defense Freedom of Information Policy Office

